

Report for Week Ending 21 January 1959  
from [ ]

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1. Contributions

a. Intangible

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- (1) Prepared commendation memorandum on [ ]
- (2) Completed arrangements for visual aids to be used by [ ] in his Friday presentation. With [ ] developed plan for second half of Friday's presentation. [ ]
- (3) Advised the ONE Area Records Officer on procedure for retiring records when TS material is interfiled with records of lesser classifications. Twelve cu. ft. of inactive records were involved. [ ]
- (4) Aided the assistant ARO for Communications (Mrs. [ ]) in obtaining Records Center boxes. [ ]

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2. Assignments - Active

- a. File Cleanup Campaign - Reviewed with [ ] promotional and instructional campaign material. With minor revisions these will now be sent to Visual Aids for art work. [ ]
- b. Equipment Price List - From information furnished by Logistics, completed a price list covering standard filing equipment used by the Agency. [ ] The list will be distributed to all Records Management Staff people and to Area Records Officer's to ensure uniformity in quoting costs and savings. [ ]
- c. Courier Receipt and Chain Envelope - Prepared draft of memorandum to all registry personnel, calling attention to the increased benefits possible through better use of these mail control tools. [ ]
- d. Overnight Storage Box - Requested from TSS, specifications developed for their procurement of a model box from a Silver Spring, Maryland firm. These specifications will be used in negotiations with Acme Visible. [ ]

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3. News

- a. Nine Area Records Officer's, 15 Records Management Staff people [ ] and two DD/P officials attended last Friday's IRAC Meeting.

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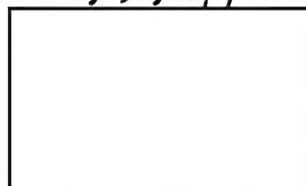
- b. Hastings attended Wednesday's ASPA meeting at which John [ ]  
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- c. If the volume of stationery issued is an index, the Agency's records creation rate continues to rise, as indicated by the following:

<u>FY</u>	<u>Sheets of Stationery Issued</u>
1954	14,309,900
1955	14,924,750
1956	18,292,166
1957	18,530,900
1958	18,656,100 /



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Report for Week Ending 21 January 1959  
from  
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

- (1) Completed 23 actions requiring the printing of 1,600,400 copies or sets of blank forms.
- (2) Five new and three revised forms were approved.
- (3) Secured change on shipping category on Form 1159 from ~~Ship I to Ship II~~. The only reason for prior Ship II category had been "SECRET" (When Filled IN) classification. After providing OS, CI and PC/DD/P with proof that other Government agencies such as NSA, Navy, Army, etc., use similar designations, it was the consensus that pre--classification alone did not warrant a Ship II category. This will form a precedent for similar cases. We hope soon to change all Ship II forms of this type to Ship I. ~~\_\_\_\_\_~~

Ship II to  
Ship I

b. Intangible

- (1) Designed a "Project Progress Report" for SA/PD/DCI. This is the second form designed for this Staff this month. Prior to this, SA/PD/DCI has not been active in forms work. \_\_\_\_\_

2. Assignments - Active

a. Fourteen new and 21 revisions.

b. Eleven Employee Suggestions.

c. Travel Order Form Revision. Met with \_\_\_\_\_ of Office of Comptroller to discuss DD/P comments on the Travel Order Form. The results were encouraging as most points of discussion were resolved. \_\_\_\_\_

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d. Consolidation of Subject Cross Reference Indices, Office of Security.

Conducting background study. Discussions held with Messrs \_\_\_\_\_ OS, and \_\_\_\_\_ RMS. \_\_\_\_\_

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- e. Mechanization of Initial Customer Reaction to CS Information Report.

25X1 [ ] has requested assistance of FMB and BMS in developing a punched card application in this field for submission to the Committee on Documentation, U. S. Intelligence Board.  
25X1 We are working with [ ] [ ]

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- f. All other projects <sup>processing</sup> ~~pending~~ normally.

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*All F.M.B. personnel attended the IRAC meeting at which the Form Improvement Workshop was presented.*

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Weekly Report for Week Ending 21 January 1959  
from  
RECORDS DISPOSITION BRANCH

1. Contributions

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ONE

Assisted the ARO in the retirement of ONE records.  
(12 cu. ft.)

2. Assignments

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a. Filing Equipment

Office of Personnel/Records Services Division

OCR/IR

Security/Building 13

OO/Contact Division/

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EE Division/DD/P

OO/FDD

Personnel/Contract Personnel Division - ~~No change from previous report~~

Executive Secretary FE/DD/P - No change from previous report.

b. Records Systems

Installation of Subject-Numeric Files in OP

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Fourteen installed; 1 in process (Employee Relations Branch).

Special Planning Assistant/DD/S

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No change from previous report.

c. Records Schedules

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Medical Staff

No change from previous report.

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OCR

No change since last report.

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d. Special Project

Review of Clerical Training in Filing [REDACTED]

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Continued work on improving lesson plans and visual aids used in course on "Filing" given clerical employees in IAS/Pool.

3. Vital Materials

a. Microfilming of Vital Materials in OCR/GR continues.

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b. [REDACTED] DD/P visited the Repository and was briefed on Vital Material Operations by [REDACTED]

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4. News

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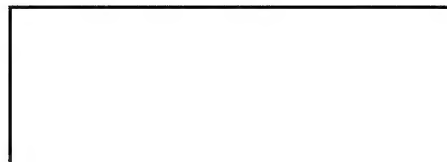
a. [REDACTED] attended Littauer alumni Luncheon 15 January and heard Senator Joseph Clark (Pa.) discuss Senate rules.

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b. [REDACTED] attended the monthly IRAC meeting on "Forms Improvement Workshop" held at Archives on 16 January.

c. National Archives has requested concurrence of this Agency in the proposed disposal of about 400 cu. ft. of OSS records now in their custody. Internal clearance is being secured.

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